

# ALABAMA BOARD OF EXAMINERS IN PSYCHOLOGY CONTINUING EDUCATION INDIVIDUAL REPORTING FORM

(Additional forms available at [psychology.alabama.gov](http://psychology.alabama.gov))

Licensee Name: \_\_\_\_\_ License Number: \_\_\_\_\_

Program Sponsor: \_\_\_\_\_ Program Date: \_\_\_\_\_

Program Title: \_\_\_\_\_

Hours completed: \_\_\_\_\_ This number reflects \_\_\_\_\_ hours credit that I received for making a presentation at the program. I understand that all requirements listed below must be met for credit to be allowed for the presentation and that no more than six total hours credit will be given for presentations given during the annual reporting period.

Credit will be given for continuing education activity submissions **only** if the required documentation outlined below is submitted to the Board office. Please submit your hours as you complete them throughout the year. You will be notified upon receipt by the Board office if a continuing education submission does not meet the requirements listed below.

(See 750-X-3A-.05(1))

i.e. APA, aPA or other state psychological association approved activities

1. Individual reporting form
2. Certificate of completion that lists **all** of the following information:
  - a. Name of licensee
  - b. Title of activity
  - c. Completion date of activity
  - d. Number of hours credit to be given
  - e. Name of approving organization (i.e. APA or aPA or other state psychological association)

(See 750-X-3A-.05(2))

i.e. AMA, NBCC, NASW, etc. approved activities **other than** home, independent, distance, book-based or online study programs

1. Individual reporting form
2. Certificate of completion that lists **all** of the following information:
  - a. Name of licensee
  - b. Title of activity
  - c. Completion date of activity
  - d. Number of hours credit to be given
  - e. Name of approving organization (i.e. AMA, NBCC, NASW, etc.)

3. A brochure or other documentation provided by the entity sponsoring the activity or a letter from the presenters that confirms the program meets **all** of the criteria specified in 750-X-3A-.05(2) and clearly reflects the interface between psychology and the topic of the program. **Credit will not be given for any submission that does not include this information.**

I affirm I have completed the continuing education hours specified above and submit them for the purpose of maintaining my license.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Return to: Alabama Board of Examiners in Psychology  
660 Adams Avenue, Suite 360  
Montgomery, Alabama 36104

For Board Use Only

Hours credited: \_\_\_\_\_ Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

## **ALABAMA BOARD OF EXAMINERS IN PSYCHOLOGY CONTINUING PROFESSIONAL EDUCATION RECORD SYSTEM**

The Board is charged by law to require a process of continuing education as part of its licensure procedures. At the time of this printing, these requirements were in effect:

### **PSYCHOLOGISTS**

The continuing education requirement for license renewal for **psychologists** is 20 hours per year. One hour of continuing education is defined as no less than 50 minutes of learning in one hour. Credit is accrued on an annual basis (October 1 - September 30). A maximum of 6 hours accrued during a given year may be credited (carried over) to the subsequent year. Hours cannot be carried over for more than one year.

### **PSYCHOLOGICAL TECHNICIAN**

The continuing education requirement for license renewal for **psychological technicians** is 10 hours per year. One hour of continuing education is defined as no less than 50 minutes of learning in one hour. Credit is accrued on an annual basis (October 1 - September 30). A maximum of 3 hours accrued during a given year may be credited (carried over) to the subsequent year. Hours cannot be carried over for more than one year.

### **EXTENUATING CIRCUMSTANCES**

An equivalent, individualized continuing education program may be submitted to the Board for approval by a licensee who is physically handicapped or who can demonstrate and document hardship. This is reserved for extremely extenuating circumstances. Applications for credit under this provision will be considered on a case by case basis. Questions about continuing education requirements may be addressed to the Board at any time.

It is the responsibility of the licensed psychologist and psychological technician to comply with the continuing education requirement and to furnish the Board with appropriate documentation. The Board reserves the right to request or obtain additional documentation or verification beyond that required by this form. The Board further reserves the right to decline to accept credits or hours submitted for cause.

In submitting, or causing this form to be submitted, the licensee affirms that the hours reported have been completed.

On request, the Board will provide the licensee with information about his or her documented continuing education credits. The Rules and Regulations of the Board which govern this process are available upon request and on the Board's web site at [psychology.alabama.gov](http://psychology.alabama.gov)

Additional forms may be obtained by contacting the Board or on the Board's web site at

psychology.alabama.gov. This form may be photocopied.